

RAISE INVENTORY INSTRUCTIONS AND CODES Table of Contents

MS Access(R) DB Attached

Instructions for Enumerators.....	2
Data Entry Module.....	2
Data Entry Details.....	7
Organizations	7
Adding a new record for an Organization –.....	7
Adding New Organization Names	8
Adding a Country	8
Adding an Administrative Unit	9
Adding a Theme	9
Working with Tabs on Theme Form.....	9
Working with Activities and Species/Sub-activities.....	10
Producing Reports.....	11
Codes for Select-Value Lists	11

List of Figures and Tables

Figure 1. Opening Screen for RAISE database.	2
Figure 2. Screen for viewing or editing/entering Organization name, Country information, International Information and for selecting the Administrative Unit within the selected country.	3
Figure 3. The ‘Select Administrative Unit’ form, reached by clicking the tab of the same name. This form shows the currently selected organization and country, and provides for a drop-down list to select the appropriate administrative unit....	4
Figure 4. The Themes form with tabbed forms for Target Group, Methods, Partners, Activities and Species/Sub-Activity and Functional Categories.	5
Figure 5. The form for ‘Activities and Species/Sub-Activity. On this form activities are selected along with species or sub-activity.	6
Figure 6. Appearance of drop-down list for organization names.	7
Figure 7. The Add New Organization pop-up form.	8
Figure 8. Selecting an Administrative Unit.	9
Figure 9. Entering data when “Other (specify)” has been selected.	10
Table 1. Budget codes, default values and associated ranges.....	11
Table 2. BURKINA FASO [Country Code = BF].....	12
Table 3. CAPE VERDE [Country Code = CV].....	12
Table 4. CHAD [Country Code = CH]	12
Table 5. GAMBIA [Country Code = GA]	13
Table 6. GUINEA BISSAU [Country Code = GB]	13
Table 7. MALI [Country Code = MA]	13
Table 8. MAURITANIA [Country Code = MU].....	13
Table 9. NIGER [Country Code = NI]	14
Table 10. SENEGAL [Country Code = SE]	14
Table 11. Themes, Activities and Species/Activities codes.	15
Table 12. Target Group codes.....	25
Table 13. Methodologies codes.	25
Table 14. Functional Categories codes.	26

Instructions for Enumerators

Data entry for the RAISE database is organized around the survey form. For each section of the survey there is a comparable section in the data entry module. An overview of the Data Entry Module is provided below, with details of data entry on each form in the section **Data Entry Details**.

Data Entry Module

To access the data entry module, open the ACCESS 2000 program. Then open the database named “RAISEInventoryV1.5”. This is Version 1.5, containing all data. The database opens with an introductory menu as shown in Figure 1 below.

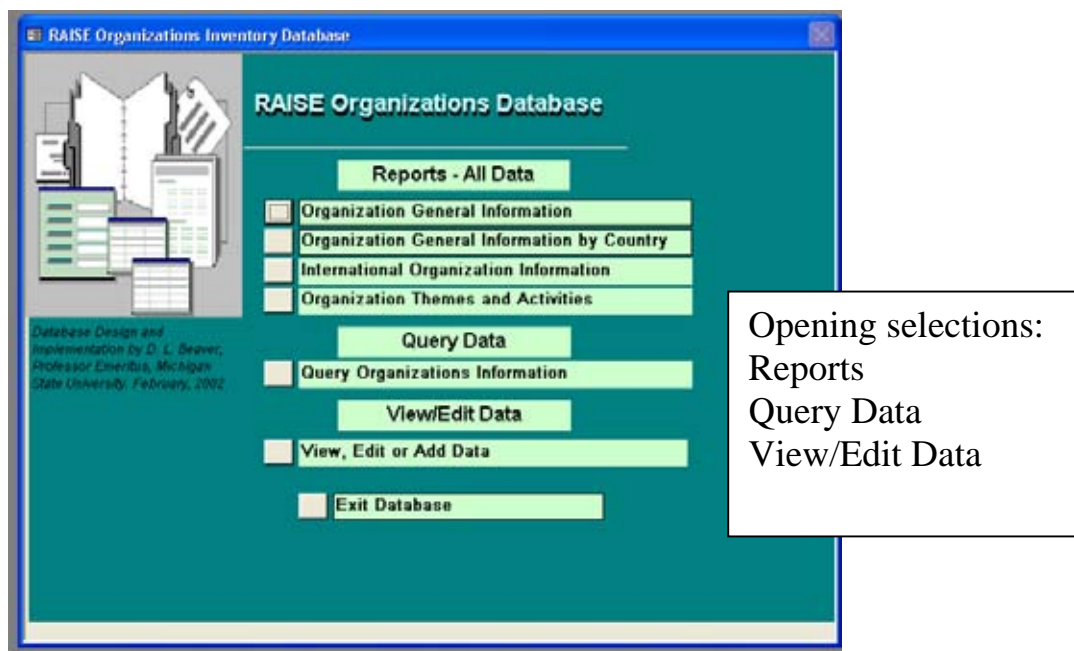


Figure 1. Opening Screen for RAISE database.

Clicking View/Edit Data on the menu will open the form for viewing or editing/entering data on Organizations, Countries and Administrative Units. The basic anatomy of this form is shown in Figure 2 below. At the top of the form is the organization name section. Here the name of the organization is selected from a drop-down list. Previous entries are also available for editing by use of the record navigation section at the very bottom of the form. Details of selecting new organizations from the list, adding new organization names, and forming new records are in the section **Data Entry Details**.

Sections

Organization

Selection Tabs

Country Tab

Record Search Section

List of Organizations for Searching

Record Navigation For Countries

Return to Menu

Record Navigation For Organizations

End Data View/Edit/Add

Find and Move to Record

Close Organization List

Instructions

1. Click Find and Move button above.
2. Find organization name on list below. DO NOT CLICK ON NAMES IN ORGANIZATION LIST AS THIS WILL CHANGE NAME OF CURRENT RECORD.
3. Enter organization number in search box of Find form.
4. On Find form, set Match field to Whole Field.
5. Instead, click organization name top of page. Search will not be performed without this step.
6. Click Find Next on Find form.
7. Check to see record matches search choice.

Country (1a) Burkina Faso

Contact Information (2)

Address (2a) BP 100 Ouagadougou

City (2b) Ouagadougou

Exec. Secretary (2c) Ouagadougou Abdouramane

Phone (2d) +225 5004 11

Phone2 (2e)

FAX (2e) +225 5501 62

Email (2f) fura@fasnet.bf

Web (2g)

Date (2h) 9/2/2002

Budget Information (6-8)

Total Budget (6) \$500,001 to 1,000,000

Budget Ag (7) 70 %

Budget Ag (8a) -1 %

Budget NRM (8b) -1 %

Budget Ag + Budget NRM = 100%

Personnel Information (9-10)

Number Personnel (9a) 180

Personnel Ag (9b) 100

Personnel Ag (10a) -1

Personnel NRM (10b) -1

Year Begin (11) 1970

Year: 1960- 2002

Record: 14 of 1

End Data View/Edit/Add

177 Ecole Instrument de Paix

212 ERENE

134 Environnement-Developpement-Action du Tiers Monde/Programme Protection Naturelle

226 Equipe de Recherche et d'Appui pour le Developpement

112 Espoir pour l'Inde

27 Famme Relief International

260 Federacao Camponesa Katu

263 Federacao das Associaçoes Camponesas do Oculare

262 Federacao das Associaçoes Camponesas de Curuzucuru

123 Federation des Associations Feminines du Senegal

255 Federation des Associations du Fouta pour le Developpement

EP NIOER

EREDE

ENDAFRONAT

ERAD

ERI

FRU

FCKAFU

FEDACC

FEDACC

FAPS

FAPD

Record: 14 of 223

Figure 2. Screen for viewing or editing/entering Organization name, Country information, International Information and for selecting the Administrative Unit within the selected country.

Tabs are used to move to the forms for entering data on an organization's country information, international address and to select an administrative unit. Within the selected country and organization, an administrative unit is chosen where specific activities are occurring. When the tab 'Select Administrative Unit' is selected, the screen in Figure 3 below appears.

Organization: **Action Aid** Add Record Add New Organization Name

Country Information International Information **Select Administrative Unit**

Current Country: **Gambia**

Division/City*: **Central River**

When done selecting Administrative Unit, click "Go To Themes" to continue data entry.

Go To Themes

Open Theme data entry screen

Record: 1 of 2

Record Navigation For Administrative Unit

End Data Entry

Record: 1 of 5

Select Administrative Unit

Record Navigation for Organizations

Figure 3. The 'Select Administrative Unit' form, reached by clicking the tab of the same name. This form shows the currently selected organization and country, and provides for a drop-down list to select the appropriate administrative unit.

After selecting the administrative unit, the 'Go To Themes' button can be clicked to open the next form which allows entry of all themes and activities that the organization is pursuing there. The Themes date entry form appears as in Figure 4 below.

The screenshot shows a software window titled "frmThemeToSpp : Form". At the top, under "Current Selections:", there are three text boxes containing "Action Aid", "Gambia", and "Central River". Below this is a "Theme:" label followed by a dropdown menu currently showing "Crops". To the right of this dropdown is a callout box labeled "Theme Selection". Below the theme selection is a tabbed interface with five tabs: "Target Groups", "Methods", "Partners", "Activities and Species/Sub-Activity", and "Functional Categories". A callout box labeled "Tabbed Sections for Themes" points to these tabs. The "Target Groups" tab is active, showing a table with two columns: "Target Group" and "'Other' Target Group". The table has four rows. The first row has "Women/Female Headed Hh" in the first column and an empty box in the second. The second row has "Other (specify)" in the first column and an empty box. The third row has "Do Not Know" in the first column and an empty box. The fourth row has an asterisk "*" in the first column and an empty box. Below the table is a record navigation bar for the target groups, showing "Record: 1 of 3" with navigation icons. A callout box labeled "Record Navigation for Target Groups" points to this bar. Below the target groups section is another record navigation bar for the themes, also showing "Record: 1 of 3" with navigation icons. A callout box labeled "Record Navigation for Themes" points to this bar. At the bottom of the form is a large orange area containing the text: "To select another Organization, Country or Administrative Unit, click 'Return' button." To the right of this text is a button labeled "Return". A callout box labeled "Return to Organization, Country, Admin. Unit Form" points to this button.

Target Group	"Other" Target Group
Women/Female Headed Hh	
Other (specify)	
Do Not Know	
*	

Figure 4. The Themes form with tabbed forms for Target Group, Methods, Partners, Activities and Species/Sub-Activity and Functional Categories.

The theme is selected from a drop-down list and then data are entered for each tabbed form: Target Group through Functional Category. There is not restriction on the order of data entry, but the tabs follow the format of the survey. The tab 'Activities and Species/Sub-Activity' is more detailed than the other tabs. Here data are entered for selected activities within the current theme and either species or sub-activities appropriate for the activity are available for selection. Below in Figure 5 is the screen when the 'Activities and Species/Sub-Activity' tab is selected.

The screenshot displays the 'frmThemeToSpp : Form' interface. At the top, 'Current Selections' are shown as 'Action Aid', 'Gambia', and 'Central River'. Below this, the 'Theme' is set to 'Crops'. The 'Activities and Species/Sub-Activity' tab is active, showing an 'Activity' of 'Erosion Control' and an 'Other' Activity field. The 'Species or Activity' section lists 'Contour Plowing' and 'Terraces', with an 'Other' Species or Activity field. Record navigation controls are present for the Species or Activity (1 of 2), Activity and Theme (1 of 2), and the bottom section (1 of 3). A 'Return' button is located at the bottom right. Annotations point to the 'Activity Section', 'Species or Sub-activity Section', 'Record Navigation for Species or Sub-Activity, Activity and Theme', and 'Return to Organization, Country, Administrative Unit Section'.

Current Selections: Action Aid | Gambia | Central River

Theme: Crops

Target Groups | Methods | Partners | Activities and Species/Sub-Activity | Functional Categories

Activity: Erosion Control | "Other" Activity:

Species or Activity | "Other" Species or Activity

Contour Plowing | Terraces | *

Record: 1 of 2

Record: 1 of 2

Record: 1 of 3

To select another Organization, Country or Administrative Unit, click "Return" button.

Return

Annotations:

- Activity Section
- Species or Sub-activity Section
- Record Navigation for Species or Sub-Activity, Activity and Theme
- Return to Organization, Country, Administrative Unit Section

Figure 5. The form for 'Activities and Species/Sub-Activity'. On this form activities are selected along with species or sub-activity.

After data are entered for all themes, activities and species or sub-activities for the particular organization, country and administrative unit, the 'Return' button is used to go back to the first section. A new organization, or country or administrative unit within a country can be selected, followed again by returning to the Themes form to enter all related data. We now turn to details of data entry.

Data Entry Details

Organizations

Data entry for organizations is assisted by a drop-down list to select an organization name. The list is not complete, however, and may require entering a new organization during data entry.

Adding a new record for an Organization –

Adding a new record requires clicking the “Add Record” button, or the new record symbol button on the record navigation bar. The record navigation bar is labeled in Figure 2 for organization and country sections of the data entry form. After clicking either button, the field for organization name becomes blank, waiting for selection of an organization name. A name is selected by clicking the down arrow of the organization name box. A drop-down list appears with available choices (Figure 6).

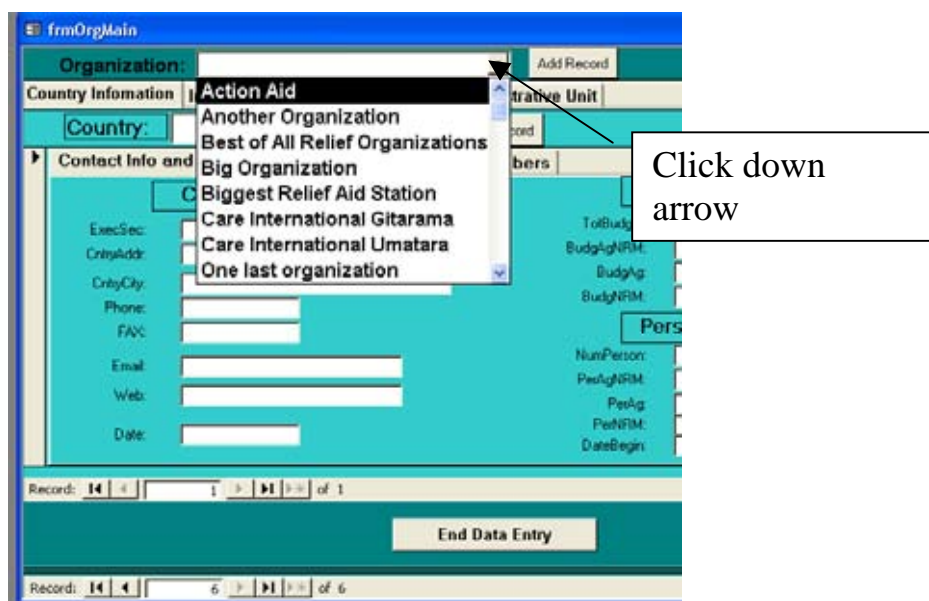


Figure 6. Appearance of drop-down list for organization names.

An organization name can be chosen from the list by using the mouse or the arrow keys of the keyboard, followed by pressing the enter key. If you accidentally select the wrong name, reselect the correct name by clicking the down arrow of the organization name field to make the drop-down list reappear. You can also use this procedure to change the name of an organization previously entered (Note: changing an organization name must be done with caution since all associated records (country, administrative unit, theme and so on) will now be assigned to the organization name you choose. Data could be overwritten and lost.

Adding New Organization Names

If the name of the organization you wish to select is not in the drop-down list, then you must add the name to the drop down list. This is done by clicking the button “Add New Organization Name”, which is to the right of the “New Record” button. A form pops up (Figure 7) when the key is clicked that allows you to enter a new organization name. New names must be entered accurately since a misspelling could allow a duplicate organization name to be added to the list. Organization names must be unique. After verifying that the organization name you wish to add is not in the list, add the new name by clicking “Add New Organization”. Save the record by clicking “Save Record”. You can add as many organization names as you like here, or if you are done, click “Return” to go back to the main form.

Figure 7. The Add New Organization pop-up form.

Adding a Country

Once an organization has been selected, a country of activity is selected. If the organization is international in scope, contact information for the international office can be entered by clicking the tab “International Information”. An international organization may also have a country office, or the organization may only exist within a single country. In either case, click the tab “Country Information” to add contact and other information for the organization. Since an international organization may work in several countries, be sure to enter contact and other information for each country. Country names are selected from a drop-down list. For this database, only 9 countries appear on the list, and there is no provision to add more. Once the country is selected, data on contact information, budget and personnel, donors and net working partners

can be entered. Donors and networks can be entered by clicking the tab “Donors and NetWork Members”.

Adding an Administrative Unit

The next step after selecting a country is to select the administrative unit within the country. The administrative unit is the region or province (or other identifier specific to the country) where the organizations activities are occurring (Figure 8).

The screenshot shows the 'frmOrgMain' application window. At the top, there's a tabbed interface with 'Country Information', 'International Information', and 'Select Administrative Unit'. The 'Select Administrative Unit' tab is active. Below the tabs, there's a section for 'Current Country: Senegal'. To the right of this, there's a 'Region:' dropdown menu that is currently open, displaying a list of regions: Dakar, Diourbel, Fatick, Kaolack, Kolda, Louga, Saint-Louis, and Tambacounda. To the right of the dropdown list is a 'Go To Themes' button. Below the dropdown list, there's a status bar that says 'Record: 1 of 1'. At the bottom of the window, there's another status bar that says 'Record: 5 of 5'.

Figure 8. Selecting an Administrative Unit.

Each country applies a specific designator for its administrative units which will be identified by the label to the left of the drop-down box in Figure 8. Note that the list of administrative units is specific to the country selected. Once an administrative unit has been selected, click on the “Go To Themes” button to continue with data entry.

Adding a Theme

When the “Go To Themes” button is clicked, a new form is opened. This form carries over the previous selections for organization name, country and administrative unit. The Themes form allows multiple entries for themes and all related categories for the set of previous selections. See Figure 4 for a review of the Themes form. Themes are selected using a drop-down list.

Working with Tabs on Theme Form

After a theme is selected, then tabs for Target Group, Partners, Methods, Activities and Species/Sub-activity or Functional Categories allow access to forms to enter data on these topics. Data entry is straightforward for all of these categories, with the following clarifications. In every category, the choice “Other (specify)” appears. When this choice is selected, a written response is required to indicate what the

“other” is. A field to the left of the “other” choice, normally gray, will become red and be activated for entry when “other” is chosen. You can then type the text in the red field (see Figure 9). The “Other” text field only becomes activated when “Other (specify)” is selected. For all other choices, text cannot be entered in this field.

frmThemeToSpp : Form

Current Selections: Another Organization Senegal Dakar

Theme: Livestock

Target Groups Methods Partners Activities and Species/Sub-Activity Functional Categories

Target Group "Other" Target Group

Other (specify) New Group#10

Record: 1 of 1

To select another Organization, Country or Administrative Unit, click "Return" button.

Return

Figure 9. Entering data when “Other (specify)” has been selected.

Working with Activities and Species/Sub-activities

the section of the Themes form dealing with Activities and Species or Sub-activities has one additional level of complexity (see Figure 5). An Activity must be selected from a drop-down list, followed by selecting a Species or Sub-activity for that activity. Any number of activities can be selected for a theme, and any number of species or sub-activities can be selected for an activity. The only condition is that there can be no duplicates. The program prevents one from entering duplicates. A nasty warning message warning of duplicate records will appear if you try to enter a duplicate. Each drop-down list is specific to the current choice for theme or activity. The user is limited to choices in the drop-down list, except that “Other (specify)” may be selected and a text description be entered. Some choices for Activities have no selections available for Species or Sub-activities. In these cases, the work ‘nothing’ will appear in the field.

Producing Reports

Several fixed reports are available, and they format for printing all available data. The first report is for International NGO general information. Second is a general report that presents data by Organization and Country, but not Administrative Units, Themes or Activities. The report is formatted for landscape orientation. The third is a report of Organization activities in countries, administrative units, themes and activities. This report is large and will take some time to format and even longer to print.

[Note: Access 2000 has a bug in page formatting. It at random loses the set format for reports. The current remedy is to reformat the page before printing. This is done while viewing the report. Select the File command on the tool bar at the top of the screen. Select Page Setup from the menu. Under page, select Landscape. Under Margins, select 0.3” for all margins. Close the Page Setup Menu. The report should format properly and it can now be printed.]

Following the Report section is a section labeled “Query Data”. This section allows for selection of a specific organization, country, administrative unit, theme, activity and species/sub-activity. Additionally, search is allowed for total budget, % Ag and NRM budget and number of Ag NRM personnel. Various combinations of these search keys allow for specific data retrieval for viewing or printing.

For the experienced user, complex queries can be designed and executed with the Access 2000 environment independent of the query system implemented in the menu. It is always a good idea to keep a back up copy of the database if you will be doing your own manipulations.

Codes for Select-Value Lists

Following are tables with associated codes used within the database. These will help in the interpretation of output. The order of tables follows their appearance in the survey form. Tables not listed because they are too large are Donors, Net Members and Partners.

Table 1. Budget codes, default values and associated ranges.

BudgetID	BudgetDefault	BudgetRange
1	0	0 to \$100,000
2	100001	\$100,001 to 500,00
3	500001	\$500,001 to 1,000,000
4	1000001	\$1,000,001 to 5,000,000
5	5000001	more than \$5,000,000

Country and Administrative Unit Codes

Table 2. BURKINA FASO [Country Code = BF]

45 Provinces for Burkina Faso (from 1997 electoral code).

Province	Admin. Unit Code	Province	Admin. Unit Code
Centre	BF01	Sud Ouest	BF07
Centre Nord	BF02	Mouhoun	BF08
Centre Sud	BF03	Sahel	BF09
Centre Ouest	BF04	Nord	BF10
Hauts Bassins	BF05	Centre Est	BF11
Comoe	BF06	All Admin Units	BF12

Table 3. CAPE VERDE [Country Code = CV]

16 Districts (concelhos).

District	Admin. Unit Code	District	Admin. Unit Code
Boa Vista	CV01	Santa Catarina	CV10
Brava	CV02	Santa Cruz	CV11
Maio	CV03	Sao Domingos	CV12
Mosteiros	CV04	Sao Nicolau	CV13
Paul	CV05	Sao Filipe	CV14
Praia	CV06	Sao Vicente	CV15
Porto Novo	CV07	Tarrafal	CV16
Ribeira Grande	CV08	All Admin Units	CV17
Sal	CV09	San Miguel	CV18

Table 4. CHAD [Country Code = CH]

14 prefectures

Prefecture	Admin. Unit Code	Prefecture	Admin. Unit Code
Batha	CH01	Logone Occidental	CH08
Biltine	CH02	Logone Oriental	CH09
Borkou-Ennedi-Tibesti	CH03	Mayo-Kebbi	CH10
Chari-Baguirmi	CH04	Moyen-Chari	CH11
Guera	CH05	Ouaddai	CH12
Kanem	CH06	Salamat	CH13
Lac	CH07	Tandjile	CH14
		All Admin Units	CH15

Table 5. GAMBIA [Country Code = GA]

5 divisions and 1 city*

Division	Admin. Unit Code
Banjul*	GA01
Lower River	GA02
Central River	GA03
North Bank	GA04
Upper River	GA05
Western	GA06
All Admin Units	GA07

Table 6. GUINEA BISSAU [Country Code = GB]

9 regions (regioes)

Regions	Admin Unit Code	Regions	Admin Unit Code
Bafata	GB01	Gabu	GB06
Biombo	GB02	Oio	GB07
Bissau	GB03	Quinara	GB08
Bolama*	GB04	Tombali	GB09
Cacheu	GB05	All Admin Units	GB10

* Bolama may have been renamed Bolama/Bijagos

Table 7. MALI [Country Code = MA]

8 regions

Regions	Admin Unit Code	Regions	Admin Unit Code
Gao	MA01	Mopti	MA05
Kayes	MA02	Segou	MA06
Kidal	MA03	Sikasso	MA07
Koulikoro	MA04	Tombouctou	MA08
		All Admin Units	MA09

Table 8. MAURITANIA [Country Code = MU]

12 regions and 1 capital district*

Regions	Admin Unit Code	Regions	Admin Unit Code
Adrar	MU01	Hodh El Gharbi	MU08
Assaba	MU02	Inchiri	MU09
Brakna	MU03	Nouakchott*	MU10
Dakhlet Nouadhibou	MU04	Tagant	MU11
Gorgol	MU05	Tiris Zemmour	MU12
Guidimaka	MU06	Trarza	MU13
Hodh Ech Chargui	MU07	All Admin Units	MU14

Table 9. NIGER [Country Code = NI]

7 departments and 1 capital district*

Departments	Admin Unit Code	Departments	Admin Unit Code
Agadez	NI01	Niamey*	NI05
Diffa	NI02	Tahoua	NI06
Dosso	NI03	Tillaberi	NI07
Maradi	NI04	Zinder	NI08
		All Admin Units	NI09

Table 10. SENEGAL [Country Code = SE]

10 regions

Regions	Admin Unit Code	Regions	Admin Unit Code
Dakar	SE01	Saint-Louis	SE07
Diourbel	SE02	Tambacounda	SE08
Fatick	SE03	Thies	SE09
Kaolack	SE04	Ziguinchor	SE10
Kolda	SE05	All Admin Units	SE11
Louga	SE06	Matan	SE12

Table 11. Themes, Activities and Species/Activities codes.

ThemeCode	ThemeName	ActivityCode	ActivityName	SppSubCode	SppSubName
1	Crops	1	Cash Crop Production	1	Cereals
1	Crops	1	Cash Crop Production	2	Cotton
1	Crops	1	Cash Crop Production	3	Fruits
1	Crops	1	Cash Crop Production	4	Peanuts
1	Crops	1	Cash Crop Production	5	Sesame
1	Crops	1	Cash Crop Production	6	Roots/Tubers
1	Crops	1	Cash Crop Production	7	Vegetables
1	Crops	1	Cash Crop Production	20	Other (specify)
1	Crops	1	Cash Crop Production	99	(no response)
1	Crops	2	Erosion Control	1	Contour Plowing
1	Crops	2	Erosion Control	2	Rock Lines
1	Crops	2	Erosion Control	3	Terraces
1	Crops	2	Erosion Control	4	Vetiver Grass
1	Crops	2	Erosion Control	20	Other (Specify)
1	Crops	2	Erosion Control	99	(no response)
1	Crops	3	Export Marketing	1	Cereals
1	Crops	3	Export Marketing	2	Cotton
1	Crops	3	Export Marketing	3	Fruits
1	Crops	3	Export Marketing	4	Peanuts
1	Crops	3	Export Marketing	5	Sesame
1	Crops	3	Export Marketing	6	Roots/Tubers
1	Crops	3	Export Marketing	7	Vegetables
1	Crops	3	Export Marketing	20	Other (specify)
1	Crops	3	Export Marketing	99	(no response)
1	Crops	4	Food Crop Production	1	Cereals
1	Crops	4	Food Crop Production	2	Fruits
1	Crops	4	Food Crop Production	3	Roots/Tubers
1	Crops	4	Food Crop Production	4	Vegetables
1	Crops	4	Food Crop Production	5	Peanut
1	Crops	4	Food Crop Production	20	Other (specify)
1	Crops	4	Food Crop Production	99	(no response)

ThemeCode	ThemeName	ActivityCode	ActivityName	SppSubCode	SppSubName
1	Crops	5	Integrated Pest Management	1	Cereals
1	Crops	5	Integrated Pest Management	2	Cotton
1	Crops	5	Integrated Pest Management	3	Fruits
1	Crops	5	Integrated Pest Management	4	Peanuts
1	Crops	5	Integrated Pest Management	5	Sesame
1	Crops	5	Integrated Pest Management	6	Roots/Tubers
1	Crops	5	Integrated Pest Management	7	Vegetables
1	Crops	5	Integrated Pest Management	20	Other (specify)
1	Crops	5	Integrated Pest Management	99	(no response)
1	Crops	6	Irrigation Systems	1	Infrastructure construction
1	Crops	6	Irrigation Systems	2	Rehabilitation
1	Crops	6	Irrigation Systems	20	Other (specify)
1	Crops	6	Irrigation Systems	99	(no response)
1	Crops	7	Mechanization	1	Animal traction
1	Crops	7	Mechanization	2	Harvest
1	Crops	7	Mechanization	3	Post-harvest
1	Crops	7	Mechanization	4	Tractors/rice multiculture
1	Crops	7	Mechanization	20	Other (specify)
1	Crops	7	Mechanization	99	(no response)
1	Crops	8	Organic Agriculture	1	Cereals
1	Crops	8	Organic Agriculture	2	Cotton
1	Crops	8	Organic Agriculture	3	Fruits
1	Crops	8	Organic Agriculture	4	Peanuts
1	Crops	8	Organic Agriculture	5	Sesame
1	Crops	8	Organic Agriculture	6	Roots/Tubers
1	Crops	8	Organic Agriculture	7	Vegetables
1	Crops	8	Organic Agriculture	20	Other (specify)
1	Crops	8	Organic Agriculture	99	(no response)
1	Crops	9	Resource Tenure	1	Advocacy
1	Crops	9	Resource Tenure	2	Legal representation
1	Crops	9	Resource Tenure	3	Mediation services
1	Crops	9	Resource Tenure	4	Studies
1	Crops	9	Resource Tenure	5	Mid-term Evaluation
1	Crops	9	Resource Tenure	6	Final Evaluation

ThemeCode	ThemeName	ActivityCode	ActivityName	SppSubCode	SppSubName
1	Crops	9	Resource Tenure	20	Other (specify)
1	Crops	9	Resource Tenure	99	(no response)
1	Crops	10	Seed Multiplication/Dissemination	1	Cereals
1	Crops	10	Seed Multiplication/Dissemination	2	Cotton
1	Crops	10	Seed Multiplication/Dissemination	3	Fruits
1	Crops	10	Seed Multiplication/Dissemination	4	Peanuts
1	Crops	10	Seed Multiplication/Dissemination	5	Sesame
1	Crops	10	Seed Multiplication/Dissemination	6	Roots/Tubers
1	Crops	10	Seed Multiplication/Dissemination	7	Vegetables
1	Crops	10	Seed Multiplication/Dissemination	20	Other (specify)
1	Crops	10	Seed Multiplication/Dissemination	99	(no response)
1	Crops	11	Soil Fertility Management	1	Compost
1	Crops	11	Soil Fertility Management	2	Cover crops
1	Crops	11	Soil Fertility Management	3	Legume intercropping/rotations
1	Crops	11	Soil Fertility Management	4	Manure
1	Crops	11	Soil Fertility Management	20	Other (specify)
1	Crops	11	Soil Fertility Management	99	(no response)
1	Crops	12	Storage	20	Explain
1	Crops	12	Storage	99	(no response)
1	Crops	13	Value Added Processing	31	Product(1)
1	Crops	13	Value Added Processing	32	Product(2)
1	Crops	13	Value Added Processing	33	Product(3)
1	Crops	13	Value Added Processing	34	Product(4)
1	Crops	13	Value Added Processing	35	Product(5)
1	Crops	13	Value Added Processing	99	(no response)
1	Crops	20	Other (specify)	20	Other1 (specify)
1	Crops	20	Other (specify)	21	Other2 (specify)
1	Crops	20	Other (specify)	22	Other3 (specify)
1	Crops	20	Other (specify)	23	Other4 (specify)
1	Crops	20	Other (specify)	24	Other5 (specify)
1	Crops	20	Other (specify)	99	(no response)
1	Crops	99	(no response)	99	(no response)
2	Fisheries	1	Aquaculture	1	Tilapia
2	Fisheries	1	Aquaculture	2	Carp

ThemeCode	ThemeName	ActivityCode	ActivityName	SppSubCode	SppSubName
2	Fisheries	1	Aquaculture	20	Other (specify)
2	Fisheries	1	Aquaculture	99	(no response)
2	Fisheries	2	Capture Fisheries	20	Species1 (specify)
2	Fisheries	2	Capture Fisheries	21	Species2 (specify)
2	Fisheries	2	Capture Fisheries	22	Species3 (specify)
2	Fisheries	2	Capture Fisheries	23	Species4 (specify)
2	Fisheries	2	Capture Fisheries	24	Species5 (specify)
2	Fisheries	2	Capture Fisheries	99	(no response)
2	Fisheries	3	Resource Tenure	1	Advocacy
2	Fisheries	3	Resource Tenure	2	Legal representation
2	Fisheries	3	Resource Tenure	3	Mediation services
2	Fisheries	3	Resource Tenure	4	Studies
2	Fisheries	3	Resource Tenure	5	Mid-term Evaluation
2	Fisheries	3	Resource Tenure	6	Final Evaluation
2	Fisheries	3	Resource Tenure	20	Other (specify)
2	Fisheries	3	Resource Tenure	99	(no response)
2	Fisheries	20	Other (specify)	20	Other1 (specify)
2	Fisheries	20	Other (specify)	21	Other2 (specify)
2	Fisheries	20	Other (specify)	22	Other3 (specify)
2	Fisheries	20	Other (specify)	23	Other4 (specify)
2	Fisheries	20	Other (specify)	24	Other5 (specify)
2	Fisheries	20	Other (specify)	99	(no response)
2	Fisheries	99	(no response)	99	(no response)
3	Food Security	1	Community Food Bank	1	(nothing)
3	Food Security	2	Food Distribution	1	(nothing)
3	Food Security	3	Food Importation/Storage	1	(nothing)
3	Food Security	20	Other (specify)	1	(nothing)
3	Food Security	99	(no response)	99	(no response)
4	Forestry	1	Agro-forestry	1	Acacia albida
4	Forestry	1	Agro-forestry	2	Karite
4	Forestry	1	Agro-forestry	3	Locust bean
4	Forestry	1	Agro-forestry	20	Other (specify)
4	Forestry	1	Agro-forestry	99	(no response)
4	Forestry	2	Desert Control	20	Species1 (specify)

ThemeCode	ThemeName	ActivityCode	ActivityName	SppSubCode	SppSubName
4	Forestry	2	Desert Control	21	Species2 (specify)
4	Forestry	2	Desert Control	22	Species3 (specify)
4	Forestry	2	Desert Control	23	Species4(specify)
4	Forestry	2	Desert Control	24	Species5(specify)
4	Forestry	2	Desert Control	99	(no response)
4	Forestry	3	Harvesting (wood)	20	Species1(specify)
4	Forestry	3	Harvesting (wood)	21	Species2(specify)
4	Forestry	3	Harvesting (wood)	22	Species3(specify)
4	Forestry	3	Harvesting (wood)	23	Species4(specify)
4	Forestry	3	Harvesting (wood)	24	Species5(specify)
4	Forestry	3	Harvesting (wood)	99	(no response)
4	Forestry	4	Plantation Crops	1	Cashew
4	Forestry	4	Plantation Crops	2	Citrus
4	Forestry	4	Plantation Crops	3	Dates
4	Forestry	4	Plantation Crops	4	Gum Arabic
4	Forestry	4	Plantation Crops	5	Mango
4	Forestry	4	Plantation Crops	6	Oil Palm
4	Forestry	4	Plantation Crops	7	Plantain
4	Forestry	4	Plantation Crops	20	Other (specify)
4	Forestry	4	Plantation Crops	21	Other0 (specify)
4	Forestry	4	Plantation Crops	22	Other1 (specify)
4	Forestry	4	Plantation Crops	23	Other2 (specify)
4	Forestry	4	Plantation Crops	24	Other3 (specify)
4	Forestry	4	Plantation Crops	25	Other4 (specify)
4	Forestry	4	Plantation Crops	99	(no response)
4	Forestry	5	Resource Tenure	1	Advocacy
4	Forestry	5	Resource Tenure	2	Legal representation
4	Forestry	5	Resource Tenure	3	Mediation services
4	Forestry	5	Resource Tenure	4	Studies
4	Forestry	5	Resource Tenure	5	Mid-term Evaluation
4	Forestry	5	Resource Tenure	6	Final Evaluation
4	Forestry	5	Resource Tenure	20	Other (specify)
4	Forestry	5	Resource Tenure	99	(no response)
4	Forestry	6	Seedling Production/Dissemination	1	Acacia

ThemeCode	ThemeName	ActivityCode	ActivityName	SppSubCode	SppSubName
4	Forestry	6	Seedling Production/Dissemination	2	Citrus
4	Forestry	6	Seedling Production/Dissemination	3	Karite
4	Forestry	6	Seedling Production/Dissemination	4	Locust bean
4	Forestry	6	Seedling Production/Dissemination	5	Mango
4	Forestry	6	Seedling Production/Dissemination	6	Oil Palm
4	Forestry	6	Seedling Production/Dissemination	20	Other (specify)
4	Forestry	6	Seedling Production/Dissemination	21	Other0 (specify)
4	Forestry	6	Seedling Production/Dissemination	22	Other1 (specify)
4	Forestry	6	Seedling Production/Dissemination	23	Other2 (specify)
4	Forestry	6	Seedling Production/Dissemination	24	Other3 (specify)
4	Forestry	6	Seedling Production/Dissemination	25	Other4 (specify)
4	Forestry	6	Seedling Production/Dissemination	26	Other5 (specify)
4	Forestry	6	Seedling Production/Dissemination	99	(no response)
4	Forestry	7	Value Added Processing	20	Product(1)
4	Forestry	7	Value Added Processing	21	Product(2)
4	Forestry	7	Value Added Processing	22	Product(3)
4	Forestry	7	Value Added Processing	23	Product(4)
4	Forestry	7	Value Added Processing	24	Product(5)
4	Forestry	7	Value Added Processing	99	(no response)
4	Forestry	8	Woodlot Establishment/Reforstation	1	Acacia spp
4	Forestry	8	Woodlot Establishment/Reforstation	2	Mahogany
4	Forestry	8	Woodlot Establishment/Reforstation	3	Neem
4	Forestry	8	Woodlot Establishment/Reforstation	20	Other0(specify)
4	Forestry	8	Woodlot Establishment/Reforstation	21	Other1(specify)
4	Forestry	8	Woodlot Establishment/Reforstation	22	Other2(specify)
4	Forestry	8	Woodlot Establishment/Reforstation	23	Other3(specify)
4	Forestry	8	Woodlot Establishment/Reforstation	24	Other4(specify)
4	Forestry	8	Woodlot Establishment/Reforstation	25	Other5(specify)
4	Forestry	8	Woodlot Establishment/Reforstation	99	(no response)
4	Forestry	20	Other (specify)	20	Other1 (specify)
4	Forestry	20	Other (specify)	21	Other2(specify)
4	Forestry	20	Other (specify)	22	Other3(specify)
4	Forestry	20	Other (specify)	23	Other4(specify)
4	Forestry	20	Other (specify)	24	Other5(specify)

ThemeCode	ThemeName	ActivityCode	ActivityName	SppSubCode	SppSubName
4	Forestry	20	Other (specify)	99	(no response)
4	Forestry	99	(no response)	99	(no response)
5	Livestock	1	Animal Husbandry	1	Cattle
5	Livestock	1	Animal Husbandry	2	Camel
5	Livestock	1	Animal Husbandry	3	Goat
5	Livestock	1	Animal Husbandry	4	Pig
5	Livestock	1	Animal Husbandry	5	Poultry
5	Livestock	1	Animal Husbandry	6	Sheep
5	Livestock	1	Animal Husbandry	7	Small Animal
5	Livestock	1	Animal Husbandry	99	(no response)
5	Livestock	2	Dairy	1	Cattle
5	Livestock	2	Dairy	2	Camel
5	Livestock	2	Dairy	3	Goat
5	Livestock	2	Dairy	99	(no response)
5	Livestock	3	Fodder/Pasture	20	Other1 (specify)
5	Livestock	3	Fodder/Pasture	21	Other2 (specify)
5	Livestock	3	Fodder/Pasture	22	Other3 (specify)
5	Livestock	3	Fodder/Pasture	23	Other4 (specify)
5	Livestock	3	Fodder/Pasture	24	Other5 (specify)
5	Livestock	3	Fodder/Pasture	99	(no response)
5	Livestock	4	Market Production	1	Cattle
5	Livestock	4	Market Production	2	Camel
5	Livestock	4	Market Production	3	Goat
5	Livestock	4	Market Production	4	Pig
5	Livestock	4	Market Production	5	Poultry
5	Livestock	4	Market Production	6	Sheep
5	Livestock	4	Market Production	7	Small Animal
5	Livestock	4	Market Production	99	(no response)
5	Livestock	5	Resource Tenure	1	Advocacy
5	Livestock	5	Resource Tenure	2	Legal representation
5	Livestock	5	Resource Tenure	3	Mediation services
5	Livestock	5	Resource Tenure	4	Studies
5	Livestock	5	Resource Tenure	5	Mid-term Evaluation
5	Livestock	5	Resource Tenure	6	Final Evaluation

ThemeCode	ThemeName	ActivityCode	ActivityName	SppSubCode	SppSubName
5	Livestock	5	Resource Tenure	20	Other (specify)
5	Livestock	5	Resource Tenure	99	(no response)
5	Livestock	6	Restocking	1	Cattle
5	Livestock	6	Restocking	2	Camel
5	Livestock	6	Restocking	3	Goat
5	Livestock	6	Restocking	4	Pig
5	Livestock	6	Restocking	5	Poultry
5	Livestock	6	Restocking	6	Sheep
5	Livestock	6	Restocking	7	Small Animal
5	Livestock	6	Restocking	99	(no response)
5	Livestock	7	Water Points	20	Other1 (specify)
5	Livestock	7	Water Points	21	Other2 (specify)
5	Livestock	7	Water Points	22	Other3 (specify)
5	Livestock	7	Water Points	23	Other4 (specify)
5	Livestock	7	Water Points	24	Other5 (specify)
5	Livestock	7	Water Points	99	(no response)
5	Livestock	20	Other (specify)	20	Other1 (specify)
5	Livestock	20	Other (specify)	21	Other2 (specify)
5	Livestock	20	Other (specify)	22	Other3 (specify)
5	Livestock	20	Other (specify)	23	Other4 (specify)
5	Livestock	20	Other (specify)	24	Other5 (specify)
5	Livestock	20	Other (specify)	99	(no response)
5	Livestock	99	(no response)	99	(no response)
6	Policy Issues	1	Ag Input Prices/Supply	1	Advocacy
6	Policy Issues	1	Ag Input Prices/Supply	2	Legal representation
6	Policy Issues	1	Ag Input Prices/Supply	3	Mediation services
6	Policy Issues	1	Ag Input Prices/Supply	4	Studies
6	Policy Issues	1	Ag Input Prices/Supply	20	Other (specify)
6	Policy Issues	1	Ag Input Prices/Supply	99	(no response)
6	Policy Issues	2	Food Crop/Cash Crop Prices	1	Advocacy
6	Policy Issues	2	Food Crop/Cash Crop Prices	2	Legal representation
6	Policy Issues	2	Food Crop/Cash Crop Prices	3	Mediation services
6	Policy Issues	2	Food Crop/Cash Crop Prices	4	Studies
6	Policy Issues	2	Food Crop/Cash Crop Prices	20	Other (specify)

ThemeCode	ThemeName	ActivityCode	ActivityName	SppSubCode	SppSubName
6	Policy Issues	2	Food Crop/Cash Crop Prices	99	(no response)
6	Policy Issues	3	GMO's	1	Advocacy
6	Policy Issues	3	GMO's	2	Legal representation
6	Policy Issues	3	GMO's	3	Mediation services
6	Policy Issues	3	GMO's	4	Studies
6	Policy Issues	3	GMO's	20	Other (specify)
6	Policy Issues	3	GMO's	99	(no response)
6	Policy Issues	4	Import/Export	1	Advocacy
6	Policy Issues	4	Import/Export	2	Legal representation
6	Policy Issues	4	Import/Export	3	Mediation services
6	Policy Issues	4	Import/Export	4	Studies
6	Policy Issues	4	Import/Export	20	Other (specify)
6	Policy Issues	4	Import/Export	99	(no response)
6	Policy Issues	5	Institutional Reform	1	Advocacy
6	Policy Issues	5	Institutional Reform	2	Legal representation
6	Policy Issues	5	Institutional Reform	3	Mediation services
6	Policy Issues	5	Institutional Reform	4	Studies
6	Policy Issues	5	Institutional Reform	20	Other (specify)
6	Policy Issues	5	Institutional Reform	99	(no response)
6	Policy Issues	6	Intellectual Property Rights	1	Advocacy
6	Policy Issues	6	Intellectual Property Rights	2	Legal representation
6	Policy Issues	6	Intellectual Property Rights	3	Mediation services
6	Policy Issues	6	Intellectual Property Rights	4	Studies
6	Policy Issues	6	Intellectual Property Rights	20	Other (specify)
6	Policy Issues	6	Intellectual Property Rights	99	(no response)
6	Policy Issues	7	Seed System/Genetic Conservation	1	Advocacy
6	Policy Issues	7	Seed System/Genetic Conservation	2	Legal representation
6	Policy Issues	7	Seed System/Genetic Conservation	3	Mediation services
6	Policy Issues	7	Seed System/Genetic Conservation	4	Studies
6	Policy Issues	7	Seed System/Genetic Conservation	20	Other (specify)
6	Policy Issues	7	Seed System/Genetic Conservation	99	(no response)
6	Policy Issues	20	Other (specify)	1	Advocacy
6	Policy Issues	20	Other (specify)	2	Legal representation
6	Policy Issues	20	Other (specify)	3	Mediation services

ThemeCode	ThemeName	ActivityCode	ActivityName	SppSubCode	SppSubName
6	Policy Issues	20	Other (specify)	4	Studies
6	Policy Issues	20	Other (specify)	20	Other (specify)
6	Policy Issues	20	Other (specify)	99	(no response)
6	Policy Issues	99	(no response)	99	(no response)
7	Wildlife	1	Conservation	1	(nothing)
7	Wildlife	2	Tourism	1	(nothing)
7	Wildlife	20	Other (specify)	1	(nothing)
7	Wildlife	99	(no response)	1	(nothing)

Table 12. Target Group codes.

TargetGrCode	TargetGroup
1	AIDS Affected Household
2	Disabled/Blind
3	Elderly
4	Refugees
5	Rural Poor Farmers
6	Women/Female Headed Hh
7	ASC (Association Sportive et Culturelle)
8	Communes
9	Groupement Villageois Hommes
10	Groupement Villageois Femmes
11	Groupement Villageois Mixte
12	Fisher Folks
13	Pastoralists
20	Other (specify)
25	Do Not Know
30	Not Available
99	(no response)

Table 13. Methodologies codes.

MethodCode	Method
1	Community-based Natural Resources Management
2	Community-based Seed Systems
3	Food For Work
4	Farmer Field Schools
5	Farmer Participatory Research/Farmer-led Extension
6	Indigenous Knowledge Systems
7	Participatory Plant Breeding
8	Participatory Varietal Selection
9	Participatory Rural Appraisal
20	Other (specify)
99	(no response)

Table 14. Functional Categories codes.

FnCategCode	FunctionalCategory
1	Credit Provision
2	Extension/Technical Services
3	Infrastructure Construction
4	Input/Equipment Supply
5	Local Organization/Coop Development
6	Research/Development
7	Technical/Enterprise Mgt Training
20	Other (specify)
99	(no response)

[End of Code Book]